

Guideline Module

For Prospective Foreign Students and
Scholars

Universitas Multimedia Nusantara

UMN International Program Admission,
Continuing Education Department,
Universitas Multimedia Nusantara



STARS



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UMN Monument Garden
Taman Tugu Kampus UMN



SKYSTAR VENTURE BUILDING
Bangunan Skystar Venture



Three Main UMN Building
Tiga Gedung Utama Kampus UMN



P.K. Ojong - Jakob Oetama Tower Building
Bangunan P.K. Ojong - Jakob Oetama Tower

Welcome

Greetings from Universitas Multimedia Nusantara!

This handbook contains essential information on procedures for foreign students and scholars coming into Universitas Multimedia Nusantara should know when preparing to come to Indonesia, entering Indonesia, and after arriving in Indonesia. Please carefully read this Guideline Module before your trip to Indonesia, and bring it with you when you come.

If you have any questions, please refer to the UMN Global Office website: <https://umn.ac.id/> If your question is not answered on the website, please contact the UMN International Admission Office (umninternational@umn.ac.id)



About Gading Serpong

Gading Serpong is the planned township located in Tangerang City, Banten Province in Indonesia, it is 21 kilometer west of Jakarta at two annexation region: Kelapa Dua and Pagedangan.

Gading Serpong was and currently developed and maintained by Indonesian born private developer company, one was PT Summarecon Agung Tbk and the second one is PT Paramount Enterprise International. It is directly connected to Jakarta by the "The Rangkasbitung Line (Green Line)" KRL Commuter Train (45 min.).

Gading Serpong is characterized by a only two main climate, Its summer is quite long every month as become expected same as hot and humid as Jakarta. In rainy day it is become quite cold with the temperature 20-25 degree celcius.

National Holidays / Hari Libur Nasional

NATIONAL HOLIDAY NAME	DATE	EXTENDED	STATUS
NEW YEARS DAY	1 JANUARY	NO	COMPULSORY FIX
ISRA MIRAJ	8 FEBRUARY	NO	COMPULSORY
CHINESE NEW YEAR	10 FEBRUARY	NO	COMPULSORY
PRESIDENTIAL ELECTION	14 FEBRUARY	NO	COMPULSORY 5 YEAR
NYEPI DAY	11 MARCH	NO	COMPULSORY
GOOD FRIDAY	29 MARCH	YES	COMPULSORY
EASTER DAY	31 MARCH	YES	COMPULSORY
EID AL-FITR 1445H	10-11 APRIL	YES	COMPULSORY
LABOUR DAY	1 MAY	YES	COMPULSORY FIX
ASCENSION DAY OF JESUS CHRIST	9 MAY	NO	COMPULSORY
VESAK DAY 2568 BE	23 MAY	NO	COMPULSORY
PANCASILA DAY	1 JUNE	NO	COMPULSORY FIX
EID AL-ADHA 1445H	17 JUNE	YES	COMPULSORY
ISLAMIC NEW YEAR 1446H	7 JULY	NO	COMPULSORY
INDEPENDENCE DAY	17 AUGUST	NO	COMPULSORY FIX
PROPHET MUHAMMAD'S BIRTHDAY	16 SEPTEMBER	NO	COMPULSORY
CHRISTMAS DAY	25 DECEMBER	YES	COMPULSORY FIX

Before arrival in Indonesia

1. VISA Procedure

1. Bachelor's VISA, Master's degree VISA, Doctoral's degree VISA, VISA E29 Type

Every applicant who will enter with these kinds of VISA, need to apply for VISA to the nearest Indonesia Embassy or General Consulate with E-VISA which issued by Regional immigration Bureau in Indonesia, Application Form, ID Photo, Passport and other required documents. After you obtain the VISA, you can enter Indonesia. Please confirm about the required document on the Indonesian Embassy / General Consulate website or inquire about it directly to the place where you submit your VISA application before you visit. E-VISA valid based on typo of VISA after it is issued.

E-VISA is also a necessary document when you enter Indonesia, so please keep it in a safe place or area.

VISA / Residing in Indonesia / Izin menetap di Indonesia (KITAS)
(Ministry of Law and Human Rights Directorate General of Immigration)
<https://evisa.imigrasi.go.id/>

2. Accommodation

First, please ask the administrative staff of the department to which you have been accepted whether you need to arrange accommodation by yourself.

In some cases you may have to stay at a hotel for several days before you can move into your housing / apartment.

- **Universitas Multimedia Nusantara Facilities**

Universitas Multimedia Nusantara has several dormitories for international students and lodgings for members of Universitas Multimedia Nusantara's faculty and staff. Our university provides international houses and university houses specifically for foreign students with some limits on application, move-in date, and maximum duration of stay.

3. Insurance

If you enter Indonesia with Student VISA, you can join the national health insurance or your local insurance

2. Temporary Visitor VISA

International visitors who will remain in Indonesia for less than 60 days(*) for a conference or a meeting can enter Indonesia with temporary visitor VISA. They need to apply for it at their nearest Indonesia Embassy or General Consulate before coming to Indonesia. Some documents are issued from Universitas Multimedia Nusantara.

Countries with VISA Exemptions

The visitors or residents from some countries are not required to have a VISA if their stay in Indonesia is up to 60 days(*) and it is for tourism, visiting friends or relates, etc.



VISA Exemption
(Ministry of Law and Human Rights Directorate General of Immigration)
<https://evisa.imigrasi.go.id/>

- **Private Housing**

If you look for a private apartment, please contact the administrative staff of the department to which you have been accepted. There is Comprehensive Renters' Insurance for foreign student who studying in Indonesia

Immigration and Limited Stay Permit

Under these immigration procedures, when foreign nationals are applying for landing, their fingerprints and a facial photograph will be taken at the airport. After this, an immigration control officer will conduct an examination to give permission for landing.

- **Immigration Procedures**

Applicants will be required to take the following procedures.

1. Person who wish to enter Indonesia must submit their passport and KITAS Card to immigration control officer.
2. Once the immigration control officer has explained the procedure that are to be followed, persons wishing to enter Indonesia will be asked to place the index finger of both hands.
3. You will be also asked to take a facial photograph besides fingerprint scanner.
4. The immigration control officer will conduct a short interview.
5. Once complete of the above procedures, the persons wishing to enter Indonesia will receive their passport from the immigration control officer.

Articles prohibited by Indonesian Customs

- **Main Items Prohibited from Importation**

- Narcotics, heroin, cocaine, opium, cannabis (Ganja), marijuana, MDMA, stimulants, and others psychotropic substances
- Pistols and other firearms, ammunition/munitions for other firearms
- Precursor materials for chemical weapons
- Explosive
- Obscene or immoral magazine, videotapes, material etc.
- Child pornography
- Counterfeit brand name, other articles that infringe upon intellectual property rights etc.
- Aero models operated on high radio bandwidths and frequencies
- Indonesia coins which are covered by the Antique and Art Treasure Act, 1972
- Chemicals mentioned in Schedule 1 to the Chemical Weapons Convention of U.N. 1993.

- **Main Items Restricted from Importation**

- Animals and plants that require quarantine (please undergo inspection at the Animal and Plant Quarantine Counter)
- Air guns, swords, smoke bombs etc.
- Animals and plants stipulated by the CITES (the Washington Treaty)
- Pharmaceutical products, cosmetics (subject to quantitative restriction)

Courier Services

It is very convenient to send large luggage such as a suitcase directly from airport to your lodging by using a courier service. The cost is about 220.000 IDR for an average-sized suitcase. It will arrive in Gading Serpong within two to three days. Please pack items you will need immediately in your hand-carried baggage.

Soekarno Hatta International Airport TERMINAL 2E & 3

NAME	LOCATION	HOURS	INQUIRIES
Travelin By Angkasa Pura II	Check-In Hall TERMINAL 2E	24/7 Hours	+62 21 5591 6149
ANTERAJA	Check-In Hall TERMINAL 2E	24/7 Hours	+62 21 5591 6149
Star Express Indonesia	Gedung JPT I Room DO3 Area Kargo Bandara Soekarno Hatta	24/7 Hours	0822-6030-5002

Any passenger arrived at Terminal 1 should go to Terminal 2/2E/3 for using courier services

Soekarno Hatta International Airport TERMINAL CARGO

NAME	LOCATION	HOURS	INQUIRIES
Winar Cargo Express	Gedung RA Gatrans Bandar Udara Internasional Soekarno Hatta, Komplek Terminal Kargo	24/7 Hours	0821 2518 9488
CME Express	Gedung RA Gatrans	24/7 Hours	+62 852-8052-5085
PT NIPPON EXPRESS INDONESIA	Soewarna Business Park Block J Lot 12 Soekarno Hatta International Airport	24/7 Hours	62-215591-1551

Any passenger arrived at Terminal 1/2/2E/3 should go to Terminal Cargo for using courier services

Limited Residence Card

At Soekarno Hatta Airports, besides having a seal of landing verification stamped in their passports, *mid-to long term residents will be issued a LIMITED residence card (KITAS). At other ports of entry (including Soekarno Hatta Airport), a seal of landing permission will be stamped in the passport along with a note stating "A Residence Card will be issued later". In this case, a residence card will be issued after a mid- to long-term resident follows the residency procedure at the municipal office of the city. Basically, a residence card will be mailed by Regional Immigration Bureau to the reported place of residence. You always have to carry this card during your staying in Indonesia.

*A foreign national who is permitted his/her period of stay more than 3 months.

for Bachelor VISA

Permission to engage in activity other than that permitted under the status of residence previously granted

Permission to engage in an activity other than that permitted under the resident status is given at the port of entry, to persons for whom all of the following apply:

- Persons entering Indonesia for the first time.
- Those who are granted "Student" status with the permitted period of more than 12 months.

What is "Permission to engage in activity other than that permitted under the status of residence previously granted"?

If the type of your status of residence is Student/Bachelor, Cultural Activities or Dependent, you are not permitted to work in Indonesia. However, if you obtain the "Permission to engage in activity other than that permitted under the status of residence previously granted", you can work as a part-time worker/Internship. If your type of status of residence is Student, you can apply for this permission after you receive a landing permission at the airport. Even if you obtain this permission, the working hours are limited. You can work up to 28 hours per week.

• Residence Card/Limited Stay Permit (KITAS/ITAS)

Kementerian Hukum & HAM Republik Indonesia

Direktorat Jenderal Imigrasi
Kartu Izin Tinggal Terbatas Elektronik (e-KITAS)




Niora
IM2QB03598
Full Name
PUTU ARMI WIRAYANTI
Nationality **Date of Birth** **Sex**
JPN **20-10-2001** **F**
Permit Number
34350060-7
Date of Expiry
31-12-2024

Your Signature

KEMENTERIAN HUKUM DAN HAK ASASI MANUSIA
REPUBLIK INDONESIA
KANTOR WILAYAH BANTEN
KANIM KELAS 1 NON TPI TANGERANG
[ADDRESSES OF IMMIGRATION OFFICE]

IZIN TINGGAL TERBATAS ELEKTRONIK
ELECTRONIC LIMITED STAY PERMIT



Niora : IM2QB03598
Permit Number : 34350060-7
Stay/Multiple Entries Permit Expiry : 31-12-2024
Stay Permit Index : -

BARCODE

Full Name : PUTU ARMI WIRAYANTI
Place / Date of Birth : MIYAGI PREFECTURE / 20-10-2001
Passport Number : FA3016773
Passport Expiry : 15-10-2030
Nationality : JAPAN
Gender/Sex : FEMALE
Address : JALAN JOGLO RAYA 1 RT.4/RW.1 DKI JAKARTA, RT.7, RT.4/RW.4, MERUYA SELATAN, KEMBANGAN, JAKARTA BARAT, DKI JAKARTA 11610
Occupation : PROFESSIONAL EDUCATION CONSULTANT
Status : WORK

DISCLAIMER LIST

REGIONAL DATE OF ISSUE
HEAD OF KANIM KELAS 1 NON TPI TANGERANG IMMIGRATION OFFICE.

Access

From major airports to Gading Serpong

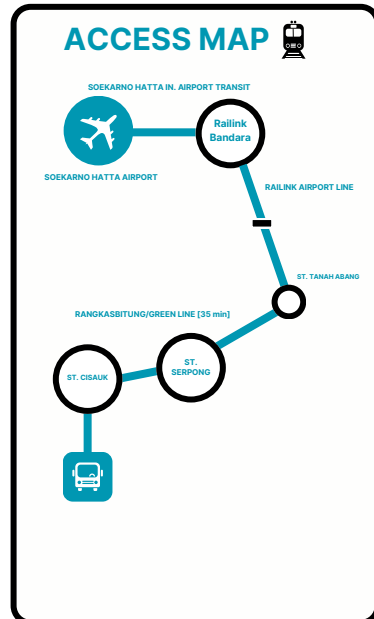
The closest airport to Universitas Mutlimedia Nusantara is Soekarno Hatta Airport. However, if you enter Indonesia through Soekarno Hatta Airport, you will be issued a Residence Card. immediately after immigration procedures.

(1) Soekarno Hatta: Travel time from Soekarno Hatta International Airport to Cisauk Station (KRL) is about 3 hrs. The trip can be made with only one transfer by taking the KRL Rangkasbitung (Green Line) and Railink Bandara. The fare is about IDR 33,000.

Soekarno Hatta International Airport to Gading Serpong *Bandara Internasional Soekarno Hatta menuju Gading Serpong*

Depending on the airline, you may arrive at Terminal 1, 2, or 3. Check the websites below for terminal in.

<https://soekarnohatta-airport.co.id>



Route 1: Rail (from Terminal 3)

(1) As long as you follow the railway signs, you shouldn't get lost. You can board the train directly from the airport (Terminal 3). Follow the signs to the railway platform.

Go to the KRL Ticket Office to purchase tickets to St. Tanah Abang. Credit and Debit cards (VISA and MasterCard) can be used.

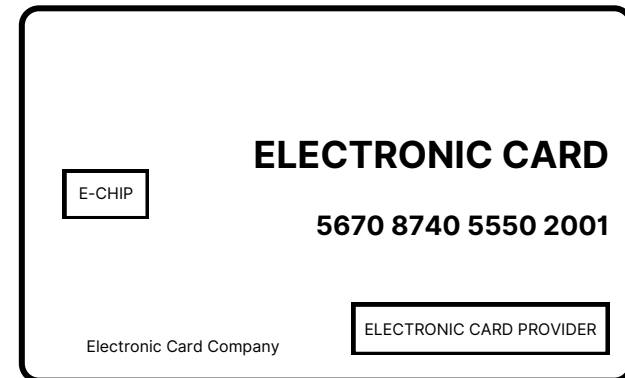
(2) Railink: At the ticket office, buy passenger tickets for St. Tanah Abang. After arriving in St. Tanah Abang you must go to ticket office and ask for the KRL ticket to Cisauk Station via Rangkasbitung Line (Green Line)

(3) After buying your ticket, proceed through the ticket gate. The ticket gates are automated. Scan your ticket at the gate and please keep in the ticket even if you already pass through the gate as you go.

(4) Please go to Railway Platform (Peron) according to Green Line Railway (Rangkasbitung Line). Wait for the train to arrive and after arrive please on board the train as the train will move very soon.

(5) You might as well use Electronic Payment Card mostly issued by Bank/Payment Gateway Provider. The card can be used in almost any transaction regarding all needs including public transportation, refuel, FnB, Toll Gates, Parking payment, and recreations

(6) Electronic Payment Card has been issued by many Bank company in Indonesia, for examples E-money by Mandiri, Flazz BCA, Brizzi BRI and BNI TapCash



(6) Indonesia has several public transportation spread across vast region such as KRL (Commuter Line), MRT (Mass Rapid Transit, LRT (Light Rapid Transit) & Railink (Airport Railways), Transjakarta (TJ), Taxi, and Online Driver. All of these public transportation were integrated so you can not get lost and leave to be confused

About Life in Indonesia

1. Money in Indonesia

Currency Exchange to Indonesian Rupiah (IDR)

You can exchange foreign currencies at designated banks bearing the following signs: "Authorized by Ministry of Finance (Kemenkeu) and Otoritas Jasa Keuangan (OJK)." You can exchange foreign currencies at the banks in the airport when you arrive. Financial Institutions are generally open from 8 AM to 5 PM on weekdays, Monday to Friday, and closed on Saturdays, Sundays and national holidays. [Money Changer nearby campus are available]

Indonesian Currency

Indonesia money comes in eight kinds of bills (the Rp1000 and Rp2000 note is not used much) and four kinds of coins.

Consumption Tax

When you purchase goods and services in Indonesia, consumption tax will be charged on to the price. The current rate is 11 percent. The consumption tax will be raised 12% starts from 2025.

Cash and Credit Cards (CC)

Credit cards can be used in most shops, but some retail stores and small restaurants do not accept any of them. Carrying cash at all times during your stay is recommended.



2. Free Wi-Fi

- **On Campus**

Student can use "@student.umn.ac.id" (on campus Wi-Fi service) in any area on campus using their email student account.

- **On Dormitories**
(International Houses and University Houses)

Student can use dormitory local network Wi-Fi using their email student account from any area on dormitory territory.

- **Outside the University**

Student may use any free Wi-Fi service in any public facilities. although registration may be required in many cases.

Airports (Soekarno Hatta International Airports, and any major airports), Lawson (convenience store), Railway Station (KRL, KAI Inter City, Local, Railink, Tram, Whoosh (KCIC/KCJB)), Public Wi-Fi Area Facilities, etc.

Procedures after the arrival

1. Orientation

The Development Office organizes “Orientation for incoming foreign international students” in (April) intake and (Late August) intake.

A lot of useful information for student life at Universitas Multimedia Nusantara is provided at the orientation.

- **Contents of the orientation**
 - Student Life at Universitas Multimedia Nusantara
 - Information of Center for Counseling by Student Support and Disability Services by UMN Medic
 - Traffic rules in Indonesia
 - Tips and socialization for avoiding crime
 - Support Groups & Organizations for International Students

Note: Newly arrived international students are highly advised to participate in an orientation for international students organized by each faculty / division

2. Procedure at Rectorate Office

Please refer to UMN Admission website for the following procedures at a Rectorate Office after your arrival in Gading Serpong.

<https://umn.ac.id/>

- **Notification of place of residence**
- **National/Private Health Insurance**

Note: If you are hired by the Universitas Multimedia Nusantara and enrolled in some other private insurance program, you do not need to enroll the National Health Insurance

- **National Scholarship/Funding Plan**

All students in Indonesia are obligated to be covered by a Dharmasiswa Scholarship under law. Accordingly, students are required to subscribe to the Dharmasiswa Scholarship Plan. It is the particular payment system for students with financial difficulties.

3. Bank Accounts

Opening a savings account at a bank will allow you to use services such as money deposits, money transfers, automatic payments of utility bills, credit card payments and currency exchange. Scholarship money and payment for part-time work, internship etc. are sent via bank transfer, so it is necessary to open an account. Financial institutions are generally open from 8 AM to 3 PM on weekdays, Monday to Friday, and closed on Saturdays, Sundays and national holidays. Most of ATM service is available after office hours. You can deposit and withdraw your money at any ATMs, but you may be charged an extra handling fee depending on the time of use and places also bank institutions. When you use an ATM at a bank where you do not have an account, you will also be charged an extra handling fee. Recently, an increasing number of convenience stores have ATMs

- **Opening bank account**

Some banks do not permit non-Indonesian citizens (WNA) to open accounts after their arrival in Indonesia. Please make the necessary preparations so that you can use ATMs in Indonesia to withdraw money in Indonesian Rupiah (IDR) from your overseas bank account. To open a savings account at a bank, submit an application form with Limited Residence Card (KITAS/ITAS), your passport, National/Private Health Insurance Card (Optional) and Student ID. You should apply for an ATM card at the same time. You need to register a 6-digit PIN (Personal Identification Number) when making the card. Be sure not to make the combination of digits too simple or easily guessed, in case you lose the card and someone else should try to use it. After completing some procedures, you will be issued with an account book on the spot. An ATM card will be sent to you at a later date/ready at a time.

4. Student Insurance

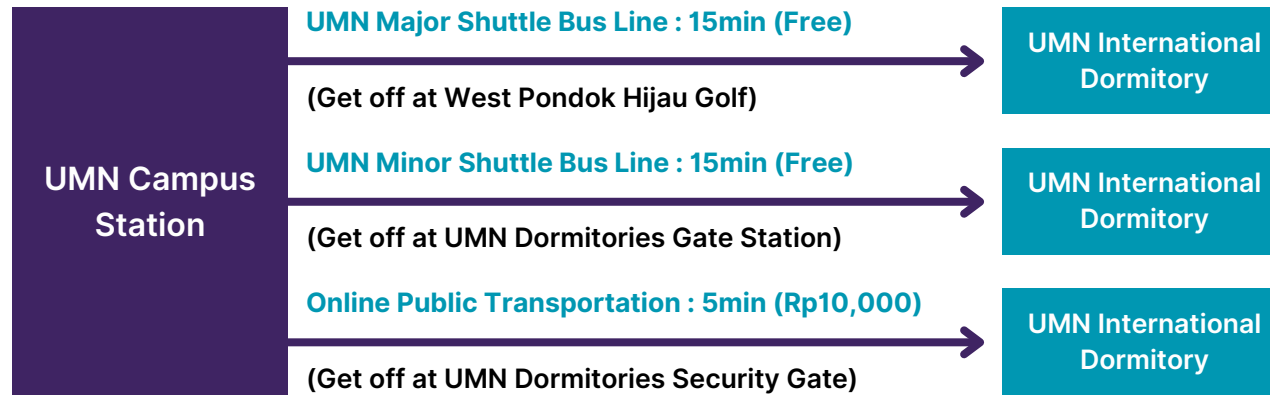
All Universitas Multimedia Nusantara Students are required to enroll in both of the following types of insurance:

“Asuransi Kesehatan”, personal accident insurance for students pursuing education and research.

“Asuransi Pendidikan”, comprehensive insurance for students life related to high risk studies for international students.

Access to dormitories

Getting From Campus Station to Dormitories



Map Route Information [All available facilities along the way]

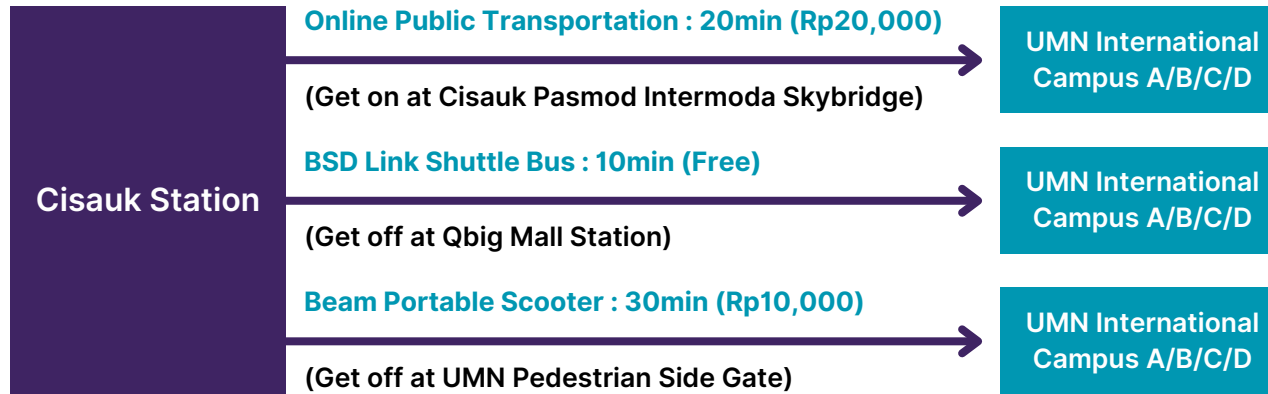


Praying Site	Utilities Centre	City Relief
Masjid / Mosque	Shopping Mall	City Park
Gereja / Church	Gas Station	Zoo
Pura / Temple	Bank	Amusement Park
Vihara / Monastery	Hospital	
Klenteng / Pagoda		

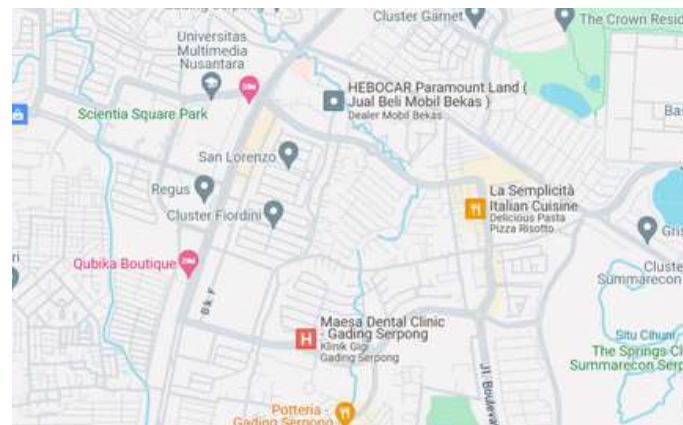
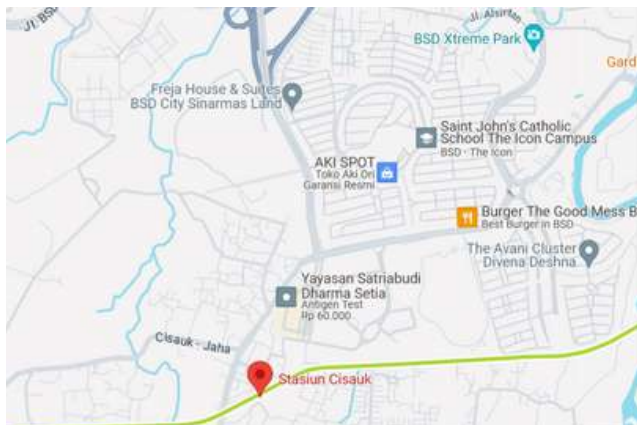
For detailed information regarding maps legend you can check out through real-life maps provided by Google and any third parties provider

Access to Campuses

Getting From Cisauk Station to campuses



Map Route Information [All available facilities along the way]



Access to Campuses

Getting From Cisauk Station to campuses



Map Route Information [All available facilities along the way]

Access to Campuses

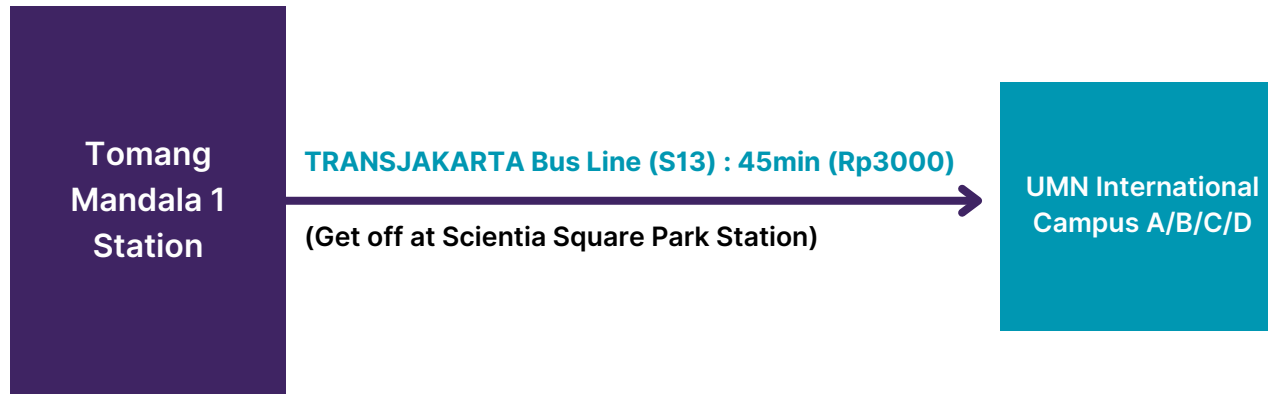
Getting From Cisauk Station to campuses



Map Route Information [All available facilities along the way]

Access to Campuses

Getting From Cisauk Station to campuses

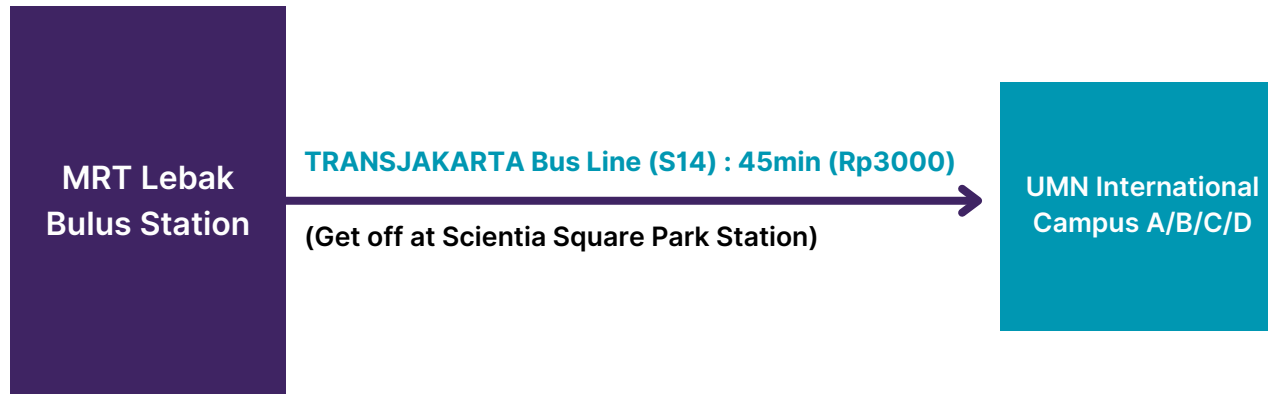


Map Route Information [All available facilities along the way]

Transjakarta | Route
[Click here](#) to visit the page.

Access to Campuses

Getting From Cisauk Station to campuses



Map Route Information [All available facilities along the way]

Transjakarta | Route
[Click here](#) to visit the page.

Public Transportation

Train and Subway / Semua Jenis Kereta

Gading Serpong's and Jakarta's transport network is well developed with several railways and subways. Indonesian trains are very convenient owing to their frequent and punctual service.

1. Purchasing a ticket

You can buy a ticket from a ticket-vending machine. After checking the fare to your destination, insert coins or bills into the machine and press the button for that amount. You will receive a ticket and change. Please note that some ticket vending machines do not accept 1,000- or 2,000- Rupiah bills.

2. Passing through an automatic ticket gate

In most cases when you take a train, you will pass through an automatic ticket gate/Balance Check Terminal (BCT). Tap your ticket into the RFID Reader or scan your barcode into barcode scanner, keep the ticket with when the gate/(BCT) open. When leaving the train, you also Tap or scan barcode your ticket into the ticket gate (BCT). Your ticket will be valid and can be used over and over . If you have traveled further than your ticket allowed you to, the gate will close to keep you from passing through, and you will have to adjust the fare at a different machine or ticket office. Tap the fare-adjustment ticket that you obtained from that machine into the automatic ticket gate. There are many kinds of IC cards for railway and can be used for all public transportation.

3. Paying attention to announcements

In Indonesia, train announcements are made frequently to inform passengers about destinations, stations, arrivals and other information on the platforms and in the trains. If you can't catch the announcements, don't hesitate to ask the station operation staff

IC/RFID Cards for public transportation

IC/RFID cards are very convenient for using public transportation. A number of IC/RFID cards* can be used in Gading Serpong and Jakarta for buses (BSD City Bus and Transjakarta (BRT)), subways (MRTJ, LRTJ, LRT Jabodebek) and railways (KRL Network Line and Railink Airport Transit Line). Most of Gading Serpong/BSD City Transportation Bureau are provided free of charge, you can enjoy the ride around the city freely. But we suggested you to buy a IC/RFID Card just in case you are travelling to Jakarta Smart City and Suburban connected to Jakarta Integrated Transportation Network (Jaklinko).

*E-Money, Flazz BCA, BRIZZI, BNI TapCash

Taxi

There are taxi stands in front of most airports, stations, malls and hotels. If you want to stop a taxi on the street, raise your hand when you see an empty taxi that has a red "vacant" sign on its windshield (Car window film glass). Open the door. Get into the taxi from the left rear door. A fare will be added to the basic charge (Argo), according to the distance you travel. A late-night rate applies from 11 p.m. until 5 a.m. You do not need to tip drivers in Indonesia.

Online Public Transport

There are many Online Public Transport in Indonesia*. The transport hub usually stationed in many public facilities such as airports, stations, malls and hotels. You will only need your handphone or any hand gadget that support SIM Card and download the desired Online Public Transport application. Online Public Transport support many payment method including Online Fintech, E/M-Banking etc.. A fare will be added to the basic charge (Argo), according to the distance you travel and increasing high demand and decreasing available supply in the area. A late-night rate applies from 11 p.m. until 5 a.m. You do not need to tip drivers in Indonesia.